

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building

Washington, D.C. 20515-6157

(202) 225-2061

www.house.gov/cha

July 12, 2007

Dear Minority Contractor:

The Committee on House Administration is pleased to announce its 2007 Minority Procurement Seminar, scheduled for Thursday, September 27, 2007 from 9:00 a.m. to 4:00 p.m. at the Grand Hyatt Hotel in Washington, D.C. There are thousands of opportunities for private contractors to provide goods and services to the Federal government each year. This is an excellent opportunity for you to learn about the numerous opportunities for business owners to bid on projects offered by various government agencies.

This day-long seminar will focus on the contracts let by the offices of the Architect of the Capitol (AOC), the Chief Administrative Officer (CAO), the General Services Administration (GSA), and the Small Business Administration (SBA). The sessions will teach you how to qualify for the small and minority business contract lists that some agencies maintain. It will also provide you with information on how to navigate the Federal contracting and bidding processes. In recent years, the AOC has provided more than \$675 million dollars in contracts to private vendors, and the CAO has let approximately \$300 million in contracts. We hope you will take advantage of the opportunity to learn what is currently available.

Because registration is limited, participants will be admitted on a first come, first served basis. Please complete the attached form, and fax it to (202) 226-2774. When the registration is full you will be placed on a priority list for the next seminar. If you have any questions, please contact Sterling Spriggs or Janice Crump of my staff at (202) 225-2061. I look forward to having you join me for this special event.

Sincerely,



Robert A. Brady
Chairman

Attachment: Registration Form

**COMMITTEE ON HOUSE ADMINISTRATION
MINORITY PROCUREMENT SEMINAR
September 27, 2007 – 9:00 a.m. to 4:00 p.m.
Grand Hyatt Hotel**

Registration Form

(Please Print Clearly)

Name_____

Ethnicity_____

Address_____City_____State_____Zip_____

Home Phone _____ Email Address_____

Business Name_____

Business Address_____City_____State_____Zip_____

Business Phone_____Fax_____Email_____

Type of Business_____

PAYMENT INFORMATION: (Please Check One)

Visa_____ MasterCard_____ American Express_____

Card Number_____ Card Expiration Date_____

Card Billing Address _____

Your Signature_____

Please fax your completed Registration Form to: (202) 226-2774